Enrollment System Overview

Enrollment System Overview for New Plan Users September 2006







Purpose

To provide new Plan users with an overview of MARx system processing, reporting, and online capability

Objective

After completing this information overview, new Plan users should be able to demonstrate a basic level of understanding of MARx system processing, User Interface (UI) functionality, and reporting as it is outlined in this overview



Overview Topics

- Section 1 MARx Transaction Processing
 - Introduction
 - MARx Transaction Files Overview
 - Submitting Transaction Files
 - Election Period Types and Limits
 - MARx Processing Cycle
 - Transaction File Status Reporting
 - Retrieving Transaction File Status MARx Reports Overview
- Section 2 MARx Reports
 - Reports and Data Files How are They Different?
 - Transmissions Upon Batch Submission
 - Transmissions Upon Batch Processing
 - Daily, Weekly, and Monthly Transmissions



Overview Topics (continued)

- Section 3 Interpreting Transaction Reply Codes
 - What is a Transaction Reply Code (TRC)?
 - -TRC Types
 - Understanding TRCs
- Section 4 MARx User Interface (UI)
 - Logging On and Viewing Messages
 - Viewing Beneficiary Information
 - Viewing Payment and Premium Information
 - Requesting Historical Reports

Section 1 – MARx Transaction Processing







Section 1 – MARx Transaction Processing

- Introduction
- MARx Transaction Files Overview
- Submitting Transaction Files
- Submitting Retroactive Transaction Files
- Election Period Types
- Election Period Limits
- MARx Processing Cycle
- Transaction File Status Reporting
- Retrieving Transaction File Status MARx Reports Overview



Introduction

- Medicare Advantage Prescription Drug (MARx) calculates payments to Plans for providing coverage to Medicare beneficiaries who are enrolled in its contracts
 - Coverage is principally for Part C and/or Part D of Medicare
 - Part C contracts are Medicare Advantage Plans that provide Part A and B benefits, and may also provide other benefits
 - Part D contracts provide drug insurance for beneficiaries enrolled in either managed care or fee-for-service for their Parts A and/or B benefits
 - A contract may offer both Parts C and D
 - A contract may offer several Plan Benefit Packages (PBPs) with different levels of coverage
 - Plans may also be further divided into segments



Introduction (continued)

- Beneficiaries may need to pay premiums for their benefits for Parts C and/or D
 - Premium payment depends on:
 - Premium charged by the Plan
 - This is based upon the level of coverage provided and negotiated with CMS
 - Beneficiary's income level
 - CMS subsidizes premiums for beneficiaries with low income (Low Income Subsidy - LIS)
 - Late enrollment penalty (LEP)
 - If beneficiary did not enroll in a Part D contract when first entitled and had no other creditable drug insurance coverage



Introduction (continued)

- Plan interactions with MARx fall into these categories:
 - Exchange of files
 - Plans submit transaction files to MARx in batch
 - Plans receive reports and data files that provide details concerning MARx transaction processing status
 - -Online access through a Web-based user interface
 - Plans query MARx via an entry point called the CMS Applications Portal, or the MA/Part D Online Inquiry System
 - Allows Plans to view enrollment, payment and premium information from MARx and beneficiary information from the Medicare Beneficiary Database (MBD)



Introduction (continued)

- Plan roles and privileges in MARx
 - Representative
 - Individual who works for a Plan managing beneficiaries in the Medicare program via MARx
 - May access data for their own membership (contracts) only
 - Cannot submit batch file transactions containing membership changes and health status corrections
 - May query and view enrollment, payment and premium information from MARx, and beneficiary information from the MBD via the CMS Application Portal, or the CUI
 - Representative Transmitters
 - Individual has the same capabilities as the Representative role
 - Additional ability to submit and transmit batch file transactions containing membership changes and health status corrections



MARx Transaction Files Overview

- What is a transaction?
 - An action that affects a MARx beneficiary record
- Transaction types
 - Enrollments
 - Transaction codes used: 60, 61 (Note: 60 used for Retro EGHP)
 - Beneficiary enrollment into a Plan's contract
 - Auto-enrollments and facilitated enrollments submitted by the government for low-income beneficiaries
 - Disenrollments
 - Transaction codes used: 51, 54 (Note: 54 is submitted by 1-800 MEDICARE)
 - Termination of beneficiary enrollment
 - Auto-disenrollments when a beneficiary is enrolled into a new contract
 - Auto-disenrollments may also occur when date of death notifications, loss of entitlement notifications, etc. are received



MARx Transaction Files Overview (continued)

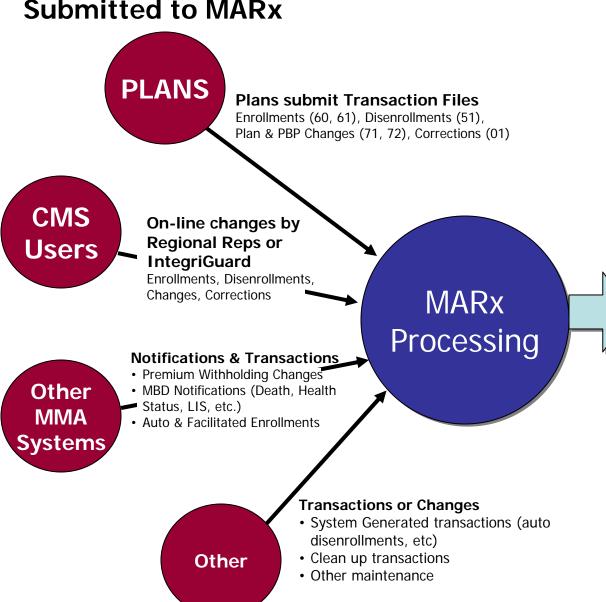
- Transaction types (continued)
 - Change Transactions
 - Transaction codes used: 71, 72 (Note: 71, PBP Change, is considered enrollment for election type limits)
 - Change transactions can be for PBP change (71), or Plan changes (72)
 - Plan changes can be for segment change, premium change, Employer Group Health Plan (EGHP) change, etc.
 - Corrections
 - Transaction code used: 01
 - Transactions that change a beneficiaries health status
 - Turning on: Institutional and Nursing Home Certifiable
 - Turning on and off: Medicaid



MARx Transaction Files Overview (continued)

- Transaction submissions not initiated by Plans
 - Transactions submitted by PWS and 1-800-MEDICARE
 - Notifications
 - Affect the beneficiary's eligibility, health status, etc.
 - Reported on the Plan's TRR and other reports
- What is a batch transaction file?
 - A collection of many transactions (may include all transaction types) submitted to MARx in one file

Various Ways Data is Submitted to MARx



Transaction Replies Include

- Replies to Plan submitted transactions
 - Accepted
 - Rejected
- Replies to other transactions
 - Auto / Facilitated Enrollments
 - System generated disenrollments
 - Clean-up or maintenance transactions
- Replies giving information (from notifications)
 - Date of death
 - Premium Withhold Change
 - LIS change
 - Etc.



Submitting Transaction Files

- Formatting for batch transaction submissions
 - MARx performs basic file validation and transaction formatting edits on all transactions before processing may occur
 - Verifies that the following are correct:
 - Transaction file headers
 - The date in the header must represent the payment month for the file. (ex. Files submitted between June 13 & July 13 are for the payment month of August – 082006)
 - » Headers for retro transactions must have RETRO at positions 14 – 18, and must be dated for the payment month originally intended
 - User authentication
 - Transaction format
 - Data types
 - If a transaction file fails these basic edits, the file receives a failed processing status & no file transactions are processed
 - Plans are notified of failed files



Batch Transaction Header Format for CPM Transactions

Item	Field	Position	Description	Plan users enter
1	Header Message	1 – 12	AAAAAAHEADER	•CPM Transactions: -Positions 1 – 6 = AAAAAA -Positions 7 – 12 = HEADER
2	Filler	13 – 33	Spaces	•CPM Transactions: -Positions 13 – 33 = Spaces
3	Payment Month	34 – 39	MMYYYY	•CPM Transactions: -Position 34 – 39 = MMYYYY (1 month <i>after</i> the date of processing) (Example: Transactions processed within the CPM of January must be dated 022006)
4	Filler	40 – 224	Spaces	•CPM Transactions: -Positions: 40 – 224 = Spaces



Submitting Retroactive Transaction Files

- Retroactive transaction files
 - Transactions that have effective dates that are prior to the current month's processing rules are considered retroactive ("retro") transactions and require special handling
 - Not a normal part of the process these transactions have been previously submitted, and due to problems with prior submission, require resubmitting
 - Failed transactions
 - Rejected transactions
- Submitting retro transaction files
 - Contact CMS Central Office representative for submission approval
 - Submit using the appropriate header formatting
 - Processing occurs after retro files are approved for processing by CMS
 - Files should consist of multiple transactions (not just one)



Batch Transaction Header Format for Retroactive Transactions

Item	Field	Position	Description	Plan users enter
1	Header Message	1 – 12	AAAAAAHEADER	•Retroactive Transactions:
				-Positions $1 - 6 = AAAAAA$
				−Positions 7 – 12 = HEADER
2	Filler	13 – 33	Spaces	•Retroactive Transactions:
				–Position 13 = Space
				-Positions 14 – 18 = RETRO
				−Position 19 – 33 = Spaces
3	Payment Month	34 – 39	MMYYYY	Retroactive Transactions:
				-Position $34 - 39 = MMYYYY$
				(MMYYYY for the month payment is intended)
4	Filler	40 – 224	Spaces	•Retroactive Transactions:
				−Positions: 40 – 224 = Spaces



Election Period Types

- Election period types and limits provide a means of regulating beneficiary access to Plans
 - The various available election period types include:
 - Initial Coverage Election Period ICEP (I)
 - Initial Enrollment Period for Part D IEP (E)
 - Open Enrollment Period OEP (O)
 - Open Enrollment Period for Institutionalized Individuals OEPI (T)
 - Open Enrollment Period for Newly Eligible Individuals OEPNEW (N)
 - Annual Election Period AEP (A)
 - Special Election Period SEP (S)



- Initial Coverage Election Period ICEP (I)
 - Election period for a person who is just becoming eligible for Medicare
 - 7 month period around the member's date of entitlement to both Part A and Part B
 - -1 (One) per LIFE
 - Beneficiary may elect an MA, MA-PD, SHMO I or SHMO II
 Plan



- Initial Enrollment Period for Part D IEP (E)
 - Enrollment Period for the start of the Part D program
 - -7 month period around the member's entitlement date
 - 3 months before entitlement
 - During the month of entitlement
 - 3 months after the month of entitlement
 - Applies to MA-PD, PDP or Cost Plan with Drug
 - NOT FOR MA Only
 - -One (1) per LIFE



- Open Enrollment Period OEP (O)
 - Jan March (1st 3 months of the year)
 - For 2006 1st 6 months of 2006
 - -One (1) per YEAR
 - MA, MA-PD, SHMO I, SHMO II
 - Medicare prescription drug coverage cannot be added or dropped during this period



- Open Enrollment Period for Institutionalized Individuals OEPI (T)
 - Starts the month the beneficiary is institutionalized
 - Institutionalized are those beneficiaries who move into, reside in or move out of a SNF, NF, ICF/MR, psychiatric, rehabilitation, long-term care hospital or unit or swing-bed hospital
 - Ends 2 months after the beneficiary moves out of the institution
 - No limit on the number of elections
 - MA, MA-PD, SHMO I, SHMO II
 - Medicare prescription drug coverage cannot be added or dropped during this period



- Open Enrollment Period for Newly Eligible Individuals OEPNEW (N)
 - For 2006, first 6 months of Part A/B entitlement before December 31st
 - For 2007, begins the month the beneficiary is entitled to both
 Part A and Part B and ends the earlier of the last day of the 3rd
 month of entitlement, or on December 31, 2006
 - -One (1) per LIFE
 - -MA, MA-PD, SHMO I, SHMO II
 - Medicare prescription drug coverage cannot be added or dropped during this period
 - An MA organization is not required to accept elections into its plan during the OEPNEW, but if open for these elections, must accept all OEPNEW elections into the plan



- Annual Election Period AEP (A)
 - November 15 December 31 each year
 - -One (1) per AEP
 - -MA, MA-PD, PDP, SHMO I, SHMO II, Cost with Part D



- Special Election Period SEP (S)
 - Anytime
 - No limit
 - Used for special circumstances
 - All Plan types
 - Use for enrollment in Plans where no election type is required



- CMS will validate timeframes for election period types received on enrollment and disenrollment transactions as follows:
 - Enrollments,
 - Validation will check that the application date on the transaction lies within the valid timeframe for the election period type
 - Disenrollments,
 - Validation will check that the disenrollment effective date on the transaction lies within the valid timeframe for the election period type



Election Period Limits

- What counts as an election?
 - An enrollment
 - Transactions 60, 61
 - A disensellment
 - Transactions 51, 54
 - PBP Change
 - Transaction 71
- The following slides provide exceptions to this rule



Election Period Limits (continued)

- Canceling an enrollment
 - Enrollment Transaction with effective date
 - Disenrollment transaction must:
 - Have same effective date as enrollment
 - Be submitted in a file with a header date that is before the enrollment effective date
 - Cancellation doesn't count as an election
- Continuous enrollment
 - Plan A submits disenrollment for specific disenrollment effective date
 - Plan B submits enrollment transaction for the same effective date as disenrollment effective date of Plan A
 - These two (disenrollment from Plan A and enrollment in Plan B) count as one (1) election



Election Period Limits (continued)

- Disenrollment as election.
 - Beneficiary is enrolled in Plan A (1 election)
 - Beneficiary disenrolls from Plan A without immediately joining another Plan (1 election)
 - Beneficiary joins Plan B a month after the disenrollment (1 election)
- Another example
 - Beneficiary enrolls in Plan A (1 election)
 - Beneficiary enrolls in Plan B and is automatically disenrolled from Plan A (1 election)
- Another example
 - Beneficiary enrolls in Plan A (1 election)
 - Beneficiary's enrollment is cancelled prior to effective date (-1 election)
 - Beneficiary enrolls in Plan B (1 election)

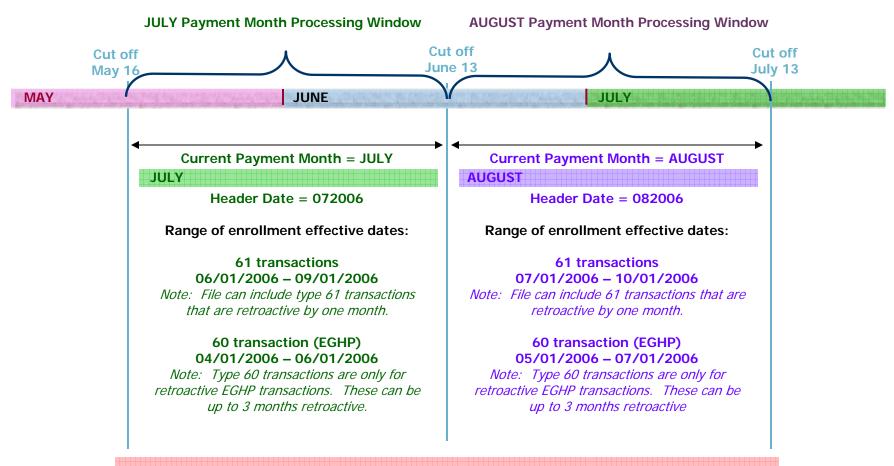


MARx Processing Cycle

- MARx transaction processing cycle
 - MARx operates on a monthly processing cycle
 - During a MARx "processing window" transactions are submitted for a specific payment month
 - Called the Current Payment Month (CPM)
 - Each "processing window" has a "cutoff" date, after which transaction files are submitted for the next payment month
 - Transactions are processed as they enter the system, and payments are calculated immediately, until the cutoff date
 - In the month-end cycle, MARx calculates the final summary payments and adjustments. These become payments to the Plans
 - Reports for this processing month (cutoff to cutoff) are produced and pushed to Plans
 - Plans are encouraged to submit transaction files daily, throughout the month
 - Alleviates backlog of requests that could occur at the monthly cutoff date



Current Payment Month (CPM) – Example



To submit transactions with effective dates prior to the allowed effective dates for a processing month, a Plan MUST contact their CMS Central Office Representative for special handling instructions.



2006 Processing Months

All transactions received after the previous cut-off date and before 6:00 PM EST on the current month's cut-off date will be included in the monthly processing

Payment Month	Cut-off Date
August 2006	7/13/2006
September 2006	8/16/2006
October 2006	9/14/2006
November 2006	10/17/2006
December 2006	11/8/2006
January 2007	12/8/2006



MARx Processing Cycle (continued)

- Daily Processing
 - Plans transmit beneficiary transactions to the CMS Data Center
 - Plans verify MARx processing of data via various report files returned after processing the transaction file
 - Throughout the month, MARx processes transactions as they are received and updates individual beneficiary records
 - Throughout the month, MARx computes beneficiary-level payments and premiums based on updated transaction data, and summarizes them at the contract level
 - Summary includes any applicable adjustments, subsidies, and penalties
 - MARx provides Plans with Weekly TRRs that summarize the disposition of transactions received for the week in its contracts
 - Plans are encouraged to submit transaction files daily, throughout the month
 - Alleviates backlog of requests that could occur at the monthly cutoff date



MARx Processing Cycle (continued)

- Monthly
 - MARx creates contract payment validation reports
 - CMS reviews reports and authorizes contract payments for the month
 - Automated Plan Payment System (APPS) transmits Plan payment data to the CMS financial control system
 - A file is transmitted to the U.S. Treasury, where funds are electronically dispersed to Plan banking institutions



Transaction File Status Reporting

- Batch transaction file processing status
 - A transaction submitted to MARx has one of three statuses: failed, rejected or accepted
 - Accepted
 - Accepted transactions are successfully processed by MARx
 - If a transaction is accepted, MARx immediately calculates payment (and/or adjustments) and adds or subtracts the net dollar amount to the totals for the contract for each month
 - » Totals are dynamic and may change each time a transaction is processed, until monthly payment operations are concluded and final
 - Reported on the Batch Completion Status Summary Report that is transmitted to the Plan transmitter (submitter) for review and on the Weekly & Monthly TRRs



Transaction File Status Reporting (continued)

- Batch transaction file processing status
 - Failed and rejected transactions will need to be corrected and resubmitted to MARx for processing
 - Failed
 - A failure results when incoming data is not consistent with the database rules
 - The transaction is written to the Failed Transaction Data File and transmitted to the Plan transmitter (submitter) for review
 - Rejected
 - Rejected transactions are loaded into MARx, but encounter an error condition during processing
 - Reported on the Batch Completion Status Summary Report that is transmitted to the Plan transmitter (submitter) for review and on the Weekly & Monthly TRRs



Retrieving Transaction File Status – MARx Reports

- MARx communicates the disposition of a transaction through a variety of reports that are transmitted to Plan users
 - Transmitted to Plan transmitters (submitters) upon batch submission
 - Failed Transaction Data File
 - Includes the original transaction and the failure error code
 - Enrollment Transmission Message File
 - Summary providing counts of transactions by type
 - Plans should use this file to monitor the successful (or unsuccessful) receipt of their batch transaction files
 - Transmitted to Plan transmitters (submitters) upon completion of processing a batch
 - Batch Completion Status Summary Report
 - Provides a count of all transactions within the batch, detailing the number of failed, rejected and accepted transactions
 - Provides an image of the rejected and accepted transactions

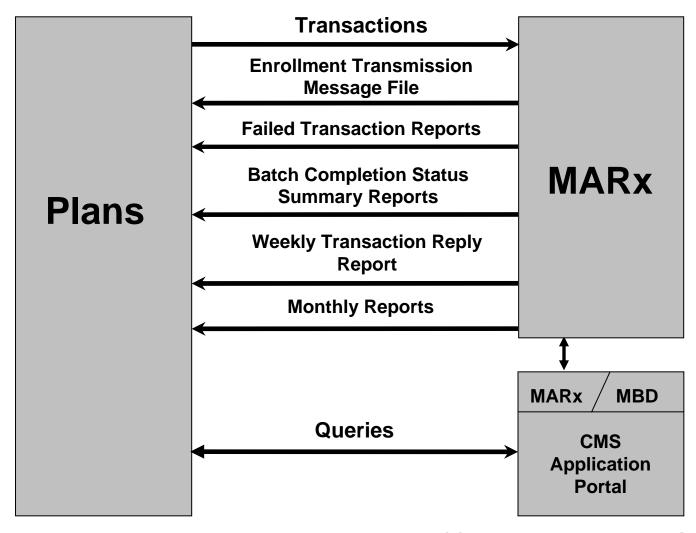


Retrieving Transaction File Status – MARx Reports

- Weekly and monthly reports and data files
 - Weekly/Monthly Transaction Reply Reports (TRR)
 - Weekly TRR provides a disposition of transactions submitted for a contract each week except the week when month-end occurs
 - Monthly TRR provides Transaction Replies for all transactions received for the CPM
 - Monthly Reports
 - Monthly reports include enrollment and payment reports that reflect the status at the completion of the monthly process
 - These reports provide a final disposition of all transactions that the Plan has transmitted for the processing month
- In addition to reports, MARx generates data files so that Plans may easily import information into their own systems if desired



MARx Data Flow



Section 2 – MARx Reports







Section 2 – MARx Reports

- Reports and Data Files How are They Different?
- Transmissions Upon Batch Submission
- Transmissions Upon Batch Processing
- Daily Transmissions
- Weekly Transmissions
- Monthly Transmissions



MARx Reports

- Reports and data files How are they different?
 - Reports are delivered in report format and a data file for further processing by the Plan
 - Report
 - ASCII file formatted with headings, special groupings, subtotals, totals, etc.
 - Data files
 - Formatted for input to automated parsing software
 - Plans may easily import information into their own systems, if desired
- Report Categories
 - Transmissions Upon Batch Submission
 - Transmissions Upon Batch Processing
 - Daily
 - Weekly
 - Monthly



Transmissions Upon Batch Submission

- Failed Transaction Data File
 - Data File
 - Report detailing transactions that cannot be loaded into MARx for processing due to formatting errors
 - This report is sent to the user who submitted the batch
- Enrollment Transmission Message File
 - Report
 - Summary of the batch enrollment transaction file providing counts of transactions by type
 - Contain a unique Batch ID that can be used to associate submissions to the Batch Completion Status Summary
 - Plans should use this file to monitor the successful (or unsuccessful) receipt of their batch transaction files
 - This report is sent to the user who submitted the batch



Transmissions Upon Batch Processing

- Batch Completion Status Summary Data File
 - Data file
 - Provides a count of all transactions within the batch
 - Details the number of rejected and accepted transactions
 - Provides an image of the rejected and accepted transactions
 - Provides a Transaction Reply Code for each transaction indicating the disposition of the transaction
 - This data file is sent to the submitter once a batch of submitted transactions have been processed



Daily Transmissions

- Coordination of Benefits (Validated Other Insurer Information)
 - Data file
 - File containing members' primary and secondary coverage that has been validated through COB processing
 - This report is produced by MBD
 - MARx forwards this report whenever a Plan's enrollees are affected
 - As this data becomes available (can be daily)
 - Enrollees included on the report are those newly enrolled who have known Other Health Insurance (OHI) and those Plan enrollees with changes to their OHI



Weekly Transmissions

- Transaction Reply Weekly Activity Report (Weekly TRR)
 - Report
 - Lists all of the transactions that MARx processed for a Plan in the week regardless of source, and gives a disposition code for each transaction
- Transaction Reply Weekly Activity Data File
 - Data file version of the Transaction Reply Weekly Activity Report
- Special Transaction Reply Weekly Activity Data File (Special TRR)
 - Special TRRs are generated as a result of clean up activities for Plans that are affected
 - There is no associated report to accompany this data file
 - TRC199 and TRC 999 that show on this data file will not ordinarily be reflected on the regular weekly and monthly TRRs



Weekly Transmissions

- Low-Income Subsidy/Part D Premium Data File (LISPRMD)
 - Data file
 - The data in the report reflects LIS info, premium subsidy levels, Low-income co-pay levels, etc. for all beneficiaries who have a low-income designation enrolled in a Plan.
 - Produced Bi-Weekly
 - Pushed to a Plan when requested from the MARx UI



Monthly Transmissions

- Transaction Reply/Monthly Activity Report (Monthly TRR)
 - Report
 - Lists all of the transactions that MARx processed for a Plan in the CPM (cutoff to cutoff), regardless of source, and gives a disposition code for each transaction
- Transaction Reply/Monthly Activity Data File
 - Data file
 - Data file version of the Transaction Reply/Monthly Activity Report



October CPM: August 17 – September 14

The calendar below for August and September shows the beginning and end of the October CPM. It also shows the days included in the weekly and monthly TRRs for the October CPM.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
ngust	13	14	15	16 September	17 October CPM begins	18	19 Weekly TRR for 8/12-16 (Sept. CPM)	Weekly TRR on 8/26 includes
				CPM cut off	File submittals for CPM =		October (week 1)	days from previous week.
	20	21	22	23	24	25	26 Weekly TRR for 8/17-25 (week 1)	previous week.
	File submittals for CPM = October (week 1) (week 2)							
\boldsymbol{A}	27	28	29	30	31	1	2 Weekly TRR for 8/26 – 9/1 (week 2)	
		I	ile submittals for	CPM = October (w	veek 2)		(week 3)	
	3	4	5	6	7	8	9 Weekly TRR for 9/2 – 9/8 (week 3)	
September	File submittals for CPM = October (week 3) (week 4)							
	10	11	12	13	14 October CPM cut off	15	16 Weekly TRR for	Weekly TRR for
	File submittals for CPM = October (week 4)						9/9 – 9/14 (week 4)	cut-off week
	17	18	19	20	21	22	23	includes only through 9/14 (October CPM).
S	24	25	26	27	28	29	30	
		October CPM Monthly TRR includes all transactions from Weekly TRRs 1 – 4.						



- Part C Monthly Membership Detail Report
 - Report
 - Also known as: Monthly Membership Report (MMR)
 - Report listing every Part C Medicare member of the contract and providing details about the payments and adjustments made for each
- Part D Monthly Membership Detail Report
 - Report
 - Also known as: Monthly Membership Report (MMR)
 - Report listing every Part D Medicare member of the contract and providing details about the payments and adjustments made for each



- Monthly Membership Detail Data File
 - Data file version of the Monthly Membership Detail Reports
 - This file contains the data for both Part C and Part D members
- Monthly Membership Summary Report
 - Report
 - Summarizes payments to a Plan for the month, in several categories, and adjustments, by all adjustment categories
 - This report contains data for both Part C and Part D members
- Monthly Membership Summary Data File
 - Data file version of the Monthly Membership Summary Report for both Part C and Part D members



- RAS RxHCC Model Output Report
 - Report (.pdf)
 - Report showing the Part D risk adjustment factors for each beneficiary
 - Also known as the Part D Risk Adjustment Model Output Report
 - This report is produced by Risk Adjuster System (RAS)
 - MARx forwards this report to Plans as part of the month-end processing
- RAS RxHCC Model Output Data File
 - Data file version of the RAS RxHCC Model Output Report
 - Also known as the Part D Risk Adjustment Model Output Data File
 - This report is produced by RAS
 - MARx forwards this report to Plans as part of the month-end processing



- Auto and Facilitated Enrollment Address Data File
 - Data file
 - Contains addresses for beneficiaries who are facilitated or auto-enrolled each month
 - Plans receive the information on these enrollments through their Transaction Reply Reports
- Part C Risk Adjustment Model Output Report
 - Report
 - Shows Hierarchical Condition Codes (HCCs) used by RAS to calculate Part C risk adjustment factors for each beneficiary
 - This report is produced by RAS
 - MARx forwards this report to Plans as part of the month-end processing
- Part C Risk Adjustment Model Output Data File
 - Data file version of the Risk Adjustment Model Output Report
 - This report is produced by RAS



- Benefits Improvement & Protection Act of 2000 (BIPA) 606 Payment Reduction Report
 - Report
 - Lists members for whom the Plan is paying a portion of the Part B premium
 - Generated only if there are pre-2006 adjustments that involve BIPA 606 premium reductions
 - Monthly, if applicable
- BIPA 606 Payment Reduction Data File
 - Data file version of the BIPA 606 Reduction Report
 - Monthly, if applicable



- Bonus Payment Report
 - Report
 - Lists members for whom the Plan is to be paid a bonus. (Plans are paid a bonus for extending services to beneficiaries in some underserved areas.)
 - Generated only if there are pre-2006 adjustments that involve bonus payments
 - Monthly, if applicable
- Bonus Payment Data File
 - Data file version of the Bonus Payment Report
 - Monthly, if applicable



- Demographic Report
 - Report
 - Summary, by state and county, of the membership of the Plan
 - Members are counted in categories that parallel the factors used in calculating the demographic payment, as well as ESRD and hospice status
- Monthly Summary of Bills Report
 - Report
 - Summarizes all Medicare fee-for-service activity, both Part A and Part B, for beneficiaries enrolled in the contract
- HMO Bill Itemization Report
 - Report
 - Lists the Part A bills that were processed under Medicare feefor-service for beneficiaries enrolled in the contract



- Part B Claims Data File
 - Data file
 - Lists the Part B physician and supplier claims and Part B home health claims that were processed under Medicare fee-forservice for beneficiaries enrolled in the contract
- Payment Records Report
 - Report
 - Lists the Part B physician and supplier claims that were processed under Medicare fee-for-service for beneficiaries enrolled in the contract



- Monthly Premium Withholding Report Data File (MPWR)
 - Data File
 - Monthly reconciliation file of premiums withheld from SSA, RRB, or OPM checks
 - Includes Part C and Part D premiums and any Part D Late Enrollment Penalties
 - This report is produced by Premium Withhold System (PWS)
 - MARx makes this report available to Plans as part of the month-end processing



- Plan Payment Report (APPS Payment Letter)
 - Report
 - Itemizes the final monthly payment to the Plan
 - This report is produced by the Automated Plan Payment System (APPS) when final payments are calculated
 - MARx makes this report available to Plans as part of the month-end processing
- Monthly Full Enrollment Data File
 - Data file
 - Includes all active membership for a Plan on the date the file was run
 - This file is considered a definitive statement of current Plan enrollment
 - Uses the same format as the weekly TRR
 - CMS will announce the availability of each month's file

Section 3 – Interpreting Transaction Reply Codes







Section 3 – Transaction Reply Codes

- What is a Transaction Reply Code (TRC)?
- Interpreting TRCs
- TRC Types
- Transactions and Replies
 - Plan Initiated Transactions and Replies
 - System Initiated Transactions and Replies
 - Multiple Sources for One Beneficiary
 - Hints for Evaluating Multiple Replies



Transaction Reply Codes

- What is a Transaction Reply Code (TRC)?
 - A three digit numeric code generated in response to processing MARx input transactions and notifications.
 - Enrollments, disenrollments, Plan and PBP changes, and correction transactions for authorized contracts
 - Notifications of events affecting beneficiaries such as death and health status
 - TRCs generated from notifications appear on the TRR only during the period of enrollment (i.e., TRC will not occur for notifications effective before the beneficiary is enrolled or after the beneficiary is disenrolled)
 - Auto and facilitated enrollments
 - TRCs appear on the weekly and monthly TRR



Interpreting Transaction Reply Codes

- Plans may receive multiple transaction replies for a single beneficiary on a single TRR; replies will vary depending upon individual beneficiary circumstances
- TRRs will contain:
 - Responses to Plan submitted transactions,
 - Beneficiary status/information changes
 - Responses to transactions as a result of other Plan actions
- Future system releases and updates may change the replies that are received by Plans. Always refer to CMS guidance and system documentation for current information
- For assistance with understanding transaction reply codes, contact the MMA Help Desk: 1-800-927-8069



Transaction Reply Code Types

- Reply codes are categorized by Type
 - 'A' (Accepted)
 - Action requested was performed
 - Occur for Plan submitted transactions 01, 60, 61, 51, 71, and 72
 - Occur for transaction 54 (1-800-MEDICARE)
 - 'R' (Rejected)
 - Action requested could not be performed
 - Occur for Plan submitted transactions 01, 60, 61, 51, 71, and 72
 - Occur for transaction 54 (1-800-MEDICARE)
 - 'M' (Maintenance)
 - Action performed to update beneficiary profile
 - Occur for change notifications for which 01 is the noted transaction type



Plan Initiated Transactions and Replies

PLAN Submissions

Transaction File

Enrollments (60, 61)

Disenrollments (51)

Plan & PBP Changes (71, 72)

Corrections (01)

MARx Processing

Based on:

- Beneficiary current status
- Enrollment and submittal rules
- Other submitted transactions
- Transaction formatting

ACCEPTED TRANSACTIONS

- Transaction Reply given an "A" TRC
- Beneficiary's enrollment record is updated

REJECTED TRANSACTIONS

- Transaction Reply given a "R" TRC
- Beneficiary's enrollment record is NOT updated

FAILED TRANSACTIONS

- Not returned on BCSS nor TRR
- Returned to Plan in Failed Transaction Data file
- Beneficiary's enrollment record is NOT updated

Plan's TRR

Accepted Transaction Replies

- "A" Transaction Reply Codes
 - Enrollment Accepted
 - Disenrollment Accepted
 - Change Accepted
- May include other "A" Reply records with TRCs that give info about the transaction such as:
 - 016 -Out of Area
 - 023 Name Change

Rejected Transaction Replies

- "R" Transaction Reply Codes
 - Enrollment Rejected
 - Disenrollment Rejected
 - Change Rejected
- TRC specifies reason for rejection



System Initiated Transactions and Replies

Plans may see replies on their TRR that are initiated by the system

Triggers for System Generated Transactions

Auto / Facilitated Enrollments

Enrollments (61)

Notifications of Beneficiary Status Changes

Changes from MBD (01)

Enrollments Submitted by Other Plans

Enrollments (60, 61)

Clean Up Activities

Any type of transaction

MARx Processing

MARx considers:

- Beneficiary current status
- Enrollment and submittal rules
- Other submitted transactions

Plan's TRR

Auto / Facilitated Enrollments

- TRC 011 (Acceptance)
- Plus TRC 117 or 118 (Auto / Facilitated Enrollment

Beneficiary Changes

- 01 Transactions with "M" type TRCs
- May trigger disenrollments (51)

Enrollments in other Plans

- Disenrollments (51)
- TRC codes indicating automatic disenrollment or enrollment cancellation (014, 015, 018)

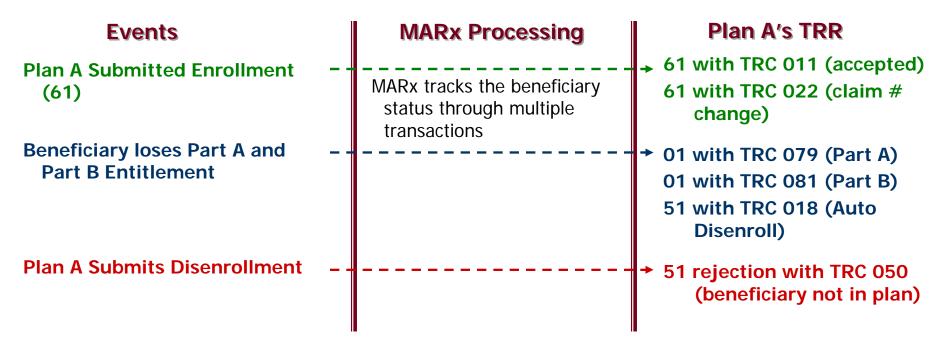
Clean Ups

- Any transaction type
- Any TRC code
- Usually in special TRRs



Multiple Sources for One Beneficiary – Example

Plans may see the results of transactions for one beneficiary from multiple sources in one TRR



When evaluating Transaction Replies, Plans must consider the beneficiary's initial enrollment status and ALL transaction replies received for that beneficiary



Hints for Evaluating Multiple Replies for a Single Beneficiary

 Consider the beneficiary's initial status with the Plan Example: Same two transaction replies -

Beneficiary Already Enrolled

Accepted Disenrollment (51/013)

- + Accepted Enrollment (61/011)
- = Beneficiary is ENROLLED

Beneficiary NOT Already Enrolled

Accepted Enrollment (61/011)

- + Accepted Disenrollment (51/013)
- = Beneficiary is NOT ENROLLED
- Look at the Processing Date Field 22
 - This can help put the replies into the correct order
- Look at the Source ID Field 28
 - This can identify transactions that originated with another plan's activity

Section 4 - MARx UI







Section 4 - MARx UI

- Logging On and Viewing Messages
- Viewing Beneficiary Information
- Viewing Payment and Premium Information
- Requesting Historical Reports



MARx UI – Getting Started

- The MARx UI provides the Plans with the ability to query MARx beneficiary, payment, and premium information
 - Plans cannot submit transactions through the MARx UI, only through the batch file interface
- Logging on
 - Plans are able to access the MARx UI via the CMS Applications Portal to query the MARx system
 - CMS Applications Portal referred to as the CUI
 - Internet
 - Plans link within the CMS Applications Portal at: https://applications.cms.hhs.gov
 - Extranet
 - This link is also available from the CMS extranet at https://marx.cms.cmsnet

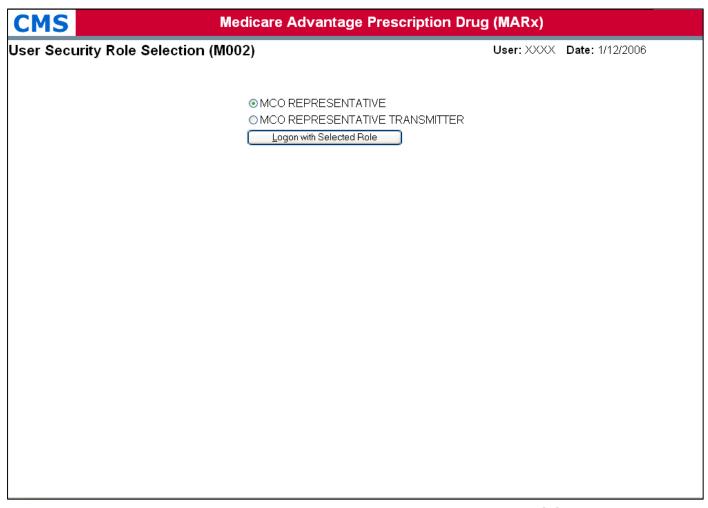


MARx UI – Getting Started (continued)

- User roles and privileges
 - After you have a CMS user ID and password, a MARx user profile will be created for you
 - One or more roles will be assigned to you based on your job responsibilities
 - When you logon, you may accept the default role or choose one of the other roles assigned to you
 - Only those functions available to your role will appear in the menu and submenus

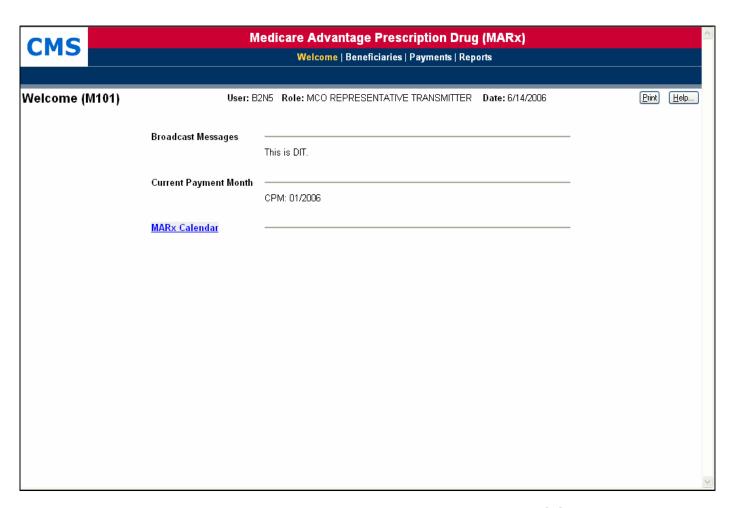


MARx UI - Logging On and Viewing Messages



When you logon to MARx, the first screen you will see is the User Security Role Selection (M002) screen. It appears only at logon; you cannot get to this screen using the menu system. However, each time you logon to the system, you will be presented with the list of roles in your user profile. Select your role. You may accept the default role or choose one of the other roles assigned to you.

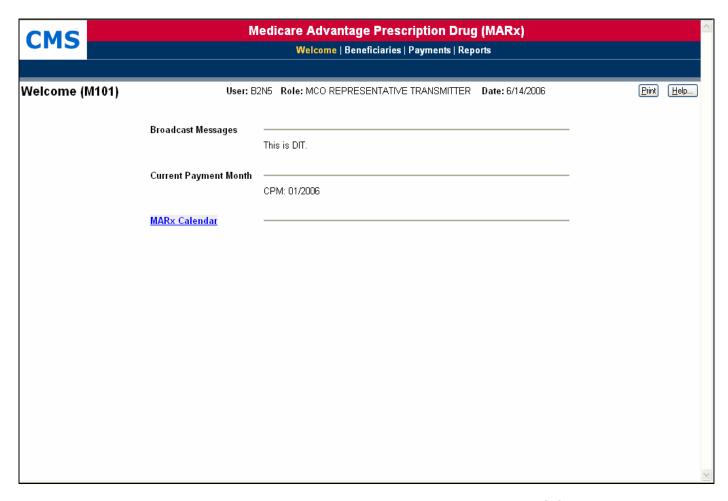




After your role is selected, you will be brought to the Welcome (M101) screen

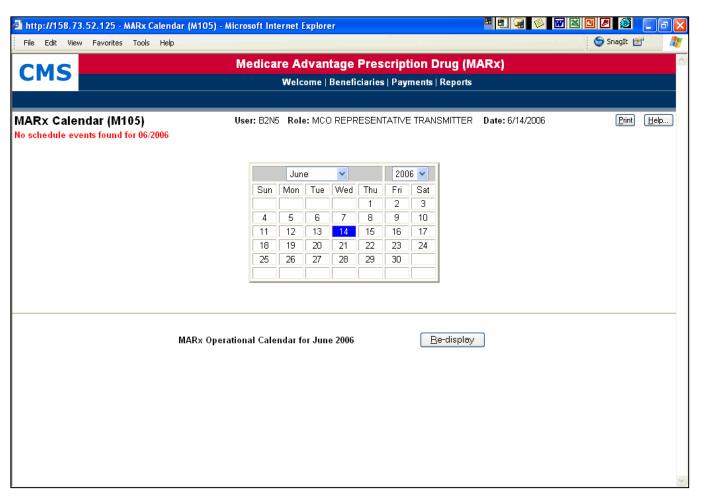
Broadcast messages are shown on the Welcome (M101) screen under the **Broadcast Messages** heading. They provide information about system wide events. such as the start or completion of monthend processing. The list of messages will be refreshed every time you return to the screen. These messages expire without any user action





Click on the MARX Calendar link to display the MARX Calendar (M105) screen

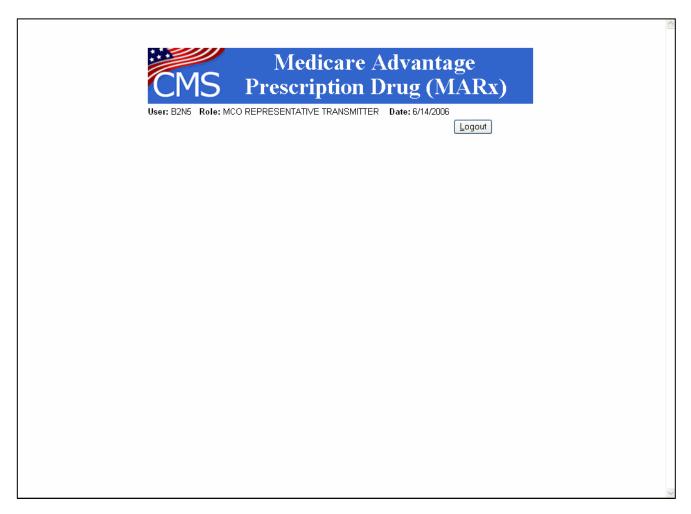




The top part of the screen shows a pictorial calendar for 1 month. When the screen is first displayed, the current month is shown with the current day highlighted in blue.

The bottom part of the screen (the operational calendar) shows the calendar events that are scheduled for that month, with the date and description of each event.





When you are finished with your MARx activities, you should logout. To simplify logging out, you may use the logout screen to close all of your windows in one step.



MARx UI - Main Menu

 Main menu items and a general description of the functions that can be found under each item

Main Menu Item	Description
Welcome	Messages, calendar, etc.
Beneficiaries	Search for beneficiaries and view beneficiary information
Payments	Retrieve payment and adjustment information for MCOs and beneficiaries
* Reports	Request historical reports
*Only available for MCO Representative Transmitter	

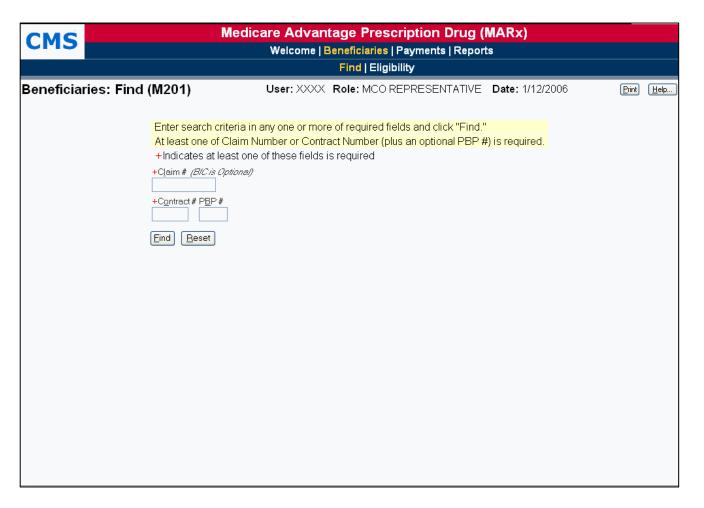


MARx UI – Viewing Beneficiary Information

- You can search for a particular beneficiary by specifying one or more selection criteria
- After you have found the beneficiary of interest, you can view beneficiary detail on the following screens:
 - Beneficiary Detail: Snapshot (M203) screen
 - Beneficiary Detail: Enrollment (M204) screen
 - Beneficiary Detail: Status (M205) screen
 - Beneficiary Detail: Payments (M206) screen
 - Beneficiary Detail: Adjustments (M207) screen
 - Beneficiary Detail: Premiums (M231) screen
 - Beneficiary Detail: Factors (M220) screen
 - Payment/Adjustment Detail (M215) screen
 - Enrollment Detail (M222) screen



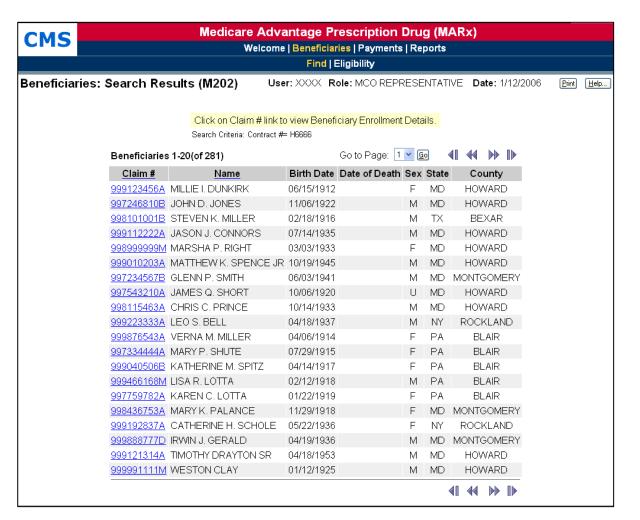
MARx UI – Beneficiaries: Find (M201)



Use the Beneficiaries: Find (M201) screen to search for the beneficiary. Once you find the person, you may then view information on that beneficiary.



MARx UI – Beneficiaries: Search Results (M202)



If your search is successful, the Beneficiaries: Search Results (M202) screen is displayed. From this screen you can see summary information about each beneficiary that meets the search criteria. sorted by claim number or by name by clicking on the Claim # column heading or the Name column heading. To see more details about any particular beneficiary in this list, click on a Claim # link. This displays the Beneficiary Detail: Snapshot (M203) screen in a pop-up window with a menu to get to various screens.



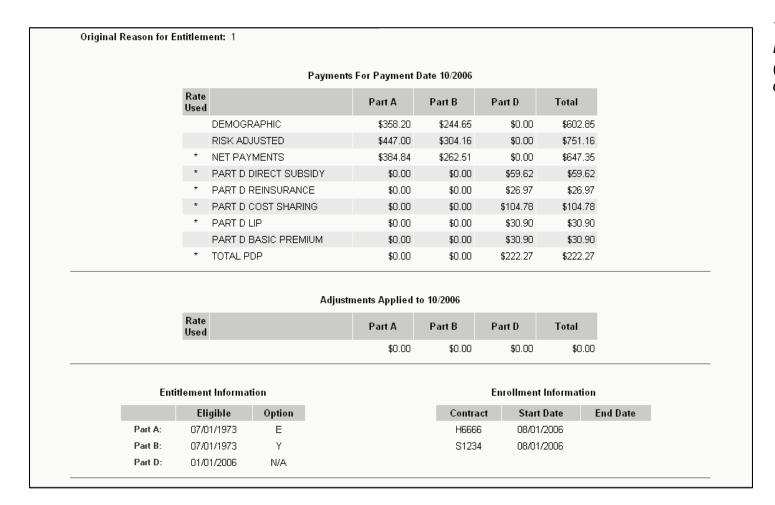
MARx UI – Beneficiary Detail: Snapshot (M203)

Claim #:999876543A	DOB: 04/06/1914									
112 E WILLOW AVE			Age: 91 Sex: FEMALE							
ALTOONA, PA 16601-3944			State: PA (39) County: BLAIR (120)							
Snapshot Enrollment Status Payments Adjustme										
Beneficiary Detail:Snapshot (M203)	User: XXXX Role: MCO REPRESENTATIVE	Date: 10/15/2006	Close Change Print Help							
Change date to re-display Beneficiary Details and click "Find."										
Change date	to re-display Deficiciary Details and click Tillu.									
As Of: 10/15/2006	<u>F</u> ind									
Contract: H68	66	Contract:	S1234							
MCO Name: TRI	STAR INSURANCE	MCO Name:	HOWARD HEALTH, INC.							
PBP Number: AD		PBP Number:	B01							
Segment Number: 123		Segment Number:	000							
Special Needs Type:		Special Needs Type:								
Bonus Payment Portion Percent: 0%	Bonus Pay	ment Portion Percent:	0%							
Demographic Blend Portion Percent: 709	Demographic F	Blend Portion Percent:	0%							
Residency Status: Out	of Area	Residency Status:	In Area							
Residence for Payments: State: M	N (24) County: ANOKA (010)									
Status Flags: ☐ Hospid	e BSRD Working Aged	□Inst	NHC Medicaid							
Danis A Flance D St.		71 - 1 0 0								
Payment Flags: Disal	led CHF Part B Premium Reduction	Long Term Institutiona	l							
Subsidy Low Income Subsidy:	Start: 01/01/2006 Subsidy End: 12/31/2006	LI Premium Subsidy Le	evel: 100.00%							
Li Co-pa	rment Level: 1									
Original Reason for Entitlement: 1										

The Beneficiary Detail: Snapshot (M203) screen provides payment, status, adjustment, entitlement, enrollment, and premium information for the beneficiary as of the date you specify. When the beneficiary is enrolled in two contracts (one for Parts A and/or B and the other for Part D), information on both contracts is displayed.



MARx UI – Beneficiary Detail: Snapshot (M203)



The Beneficiary Detail: Snapshot (M203) screen continued.



MARx UI – Beneficiary Detail: Snapshot (M203)

			Adjustments Applied to	10/2006			
	Rate Used		Part A	Part B	Part D	Total	
			\$0.00	\$0.00	\$0.0	0 \$0.0	00
Ent	itlement Informa	tion			Enrollm	ent Informatio	on
	Eligible	Option		Contra	ict St	art Date	End Date
Part A:	07/01/1973	E		H666	6 08	/01/2006	
Part B:	07/01/1973	Υ		S123	4 08	/01/2006	
Part D:	01/01/2006	N/A					
			Premium Withholding rt C Premium (from enrol rt D Premium (from enrol	lment):	DIRECT SE	\$32.15	
			Low Income S Late Enrollment P Ilment Penalty Waived A ate Enrollment Penalty S	enalty: \$0. mount: \$0.	00 00		
		L	Late Enrollment P Ilment Penalty Waived A	enalty: \$0. mount: \$0. ubsidy: \$0.	00 00	\$0.00	

The Beneficiary Detail: Snapshot (M203) screen continued.



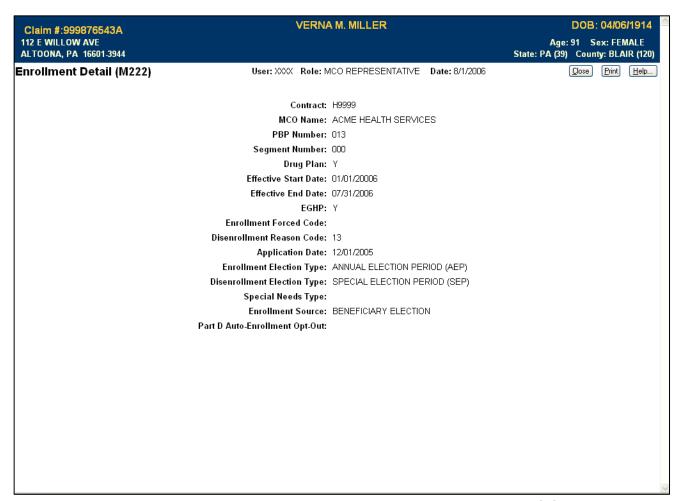
MARx UI – Beneficiary Detail: Enrollment (M204)



The Beneficiary Detail: Enrollment (M204) screen displays a summary list of enrollment information by contract (and PBP and segment numbers, as applicable). When the beneficiary is enrolled in two contracts (one for Parts A and/or B and the other for Part D), two rows covering the same time period are displayed. This is how the screen looks when it initially appears.



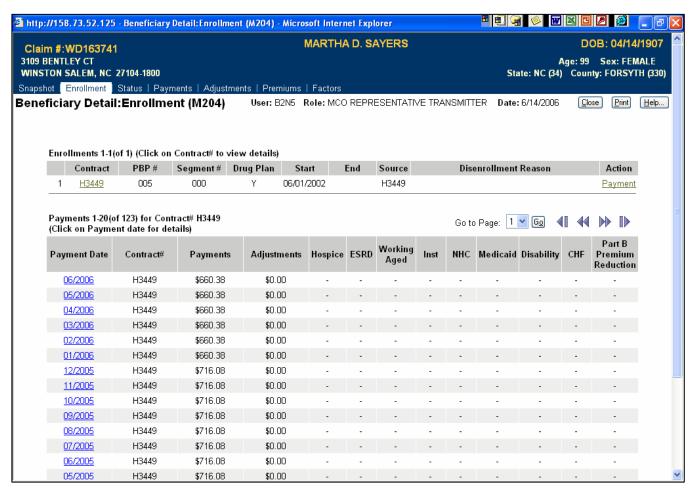
MARx UI – Enrollment Details (M222)



To see details of the transaction that enrolled the beneficiary in a contract, click on the Contract link on the Beneficiary Detail: Enrollment (M204) screen. This will display the Enrollment Detail (M222) screen for that contract and this beneficiary.



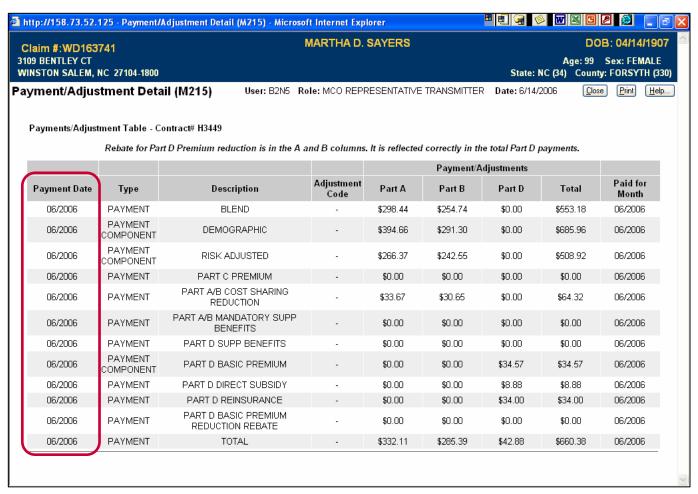
MARx UI – Beneficiary Detail: Enrollment (M204)



To see a summary of payment and adjustment information for a particular contract, click on the Payment link associated with that contract, PBP and segment (as applicable), and start date. This expands the information on the Beneficiary Detail: Enrollment (M204) screen to include the Payments section.



MARx UI – Payment/Adjustment Detail (M215)



To see the payment and adjustment information in further detail from the Beneficiary Detail: Enrollment (M204) screen, click on one of the month/year links in the Payment Date column to display the Payment/Adjustment Detail (M215) screen.



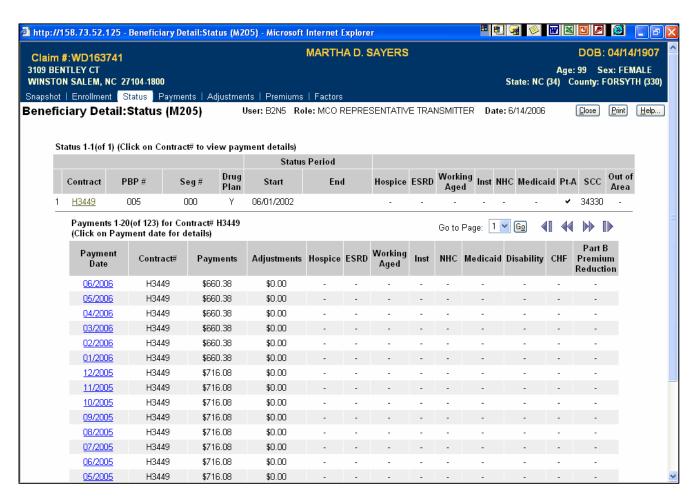
MARx UI – Beneficiary Detail: Status (M205)



The Beneficiary Detail: Status (M205) screen displays a list of enrollment and health status by contract/PBP/segment for this beneficiary.



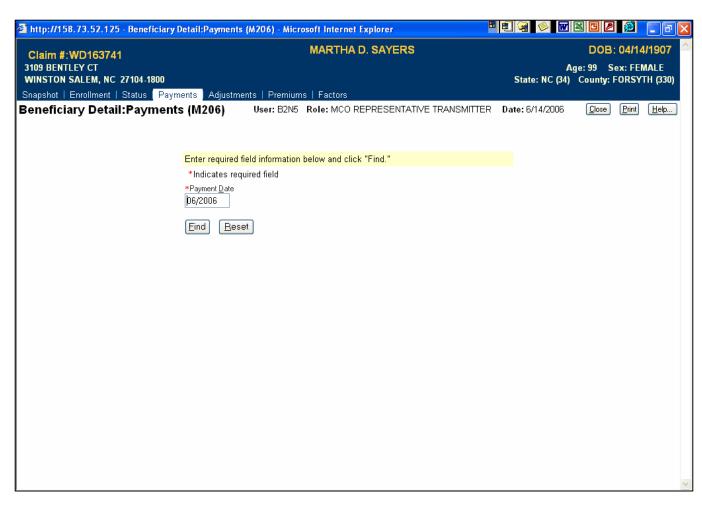
MARx UI - Beneficiary Detail: Status (M205)



To see a summary of payment and adjustment information for a particular contract, click on the contract column associated with that contract, PBP, segment number (as applicable), and start date. This expands the information on the Beneficiary Detail: Status (M205) screen to include the Payments section.



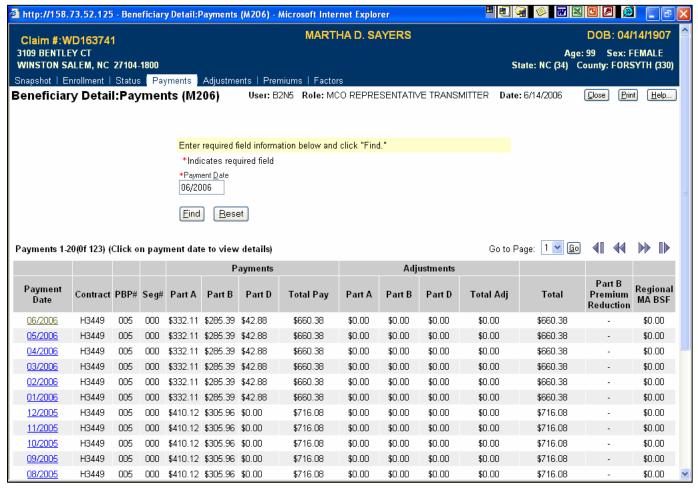
MARx UI – Beneficiary Detail: Payments (M206)



The Beneficiary Detail: Payments (M206) screen, displays a screen, that provides a field for entering a payment month and year.



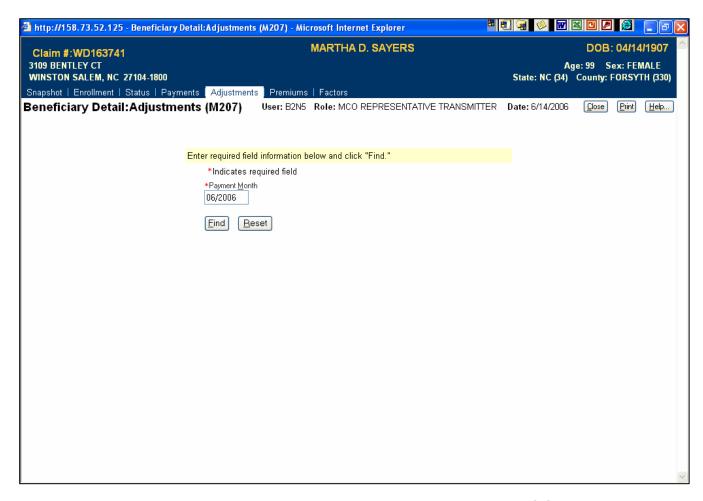
MARx UI – Beneficiary Detail: Payments (M206)



To expand the Beneficiary Detail: Payments (M206) screen and display a list (ordered by payment month) of payment and adjustment information, enter the month and year of the payment date and click on the [Find] button. The information is displayed by Part A, B, and D for months up through the payment date.



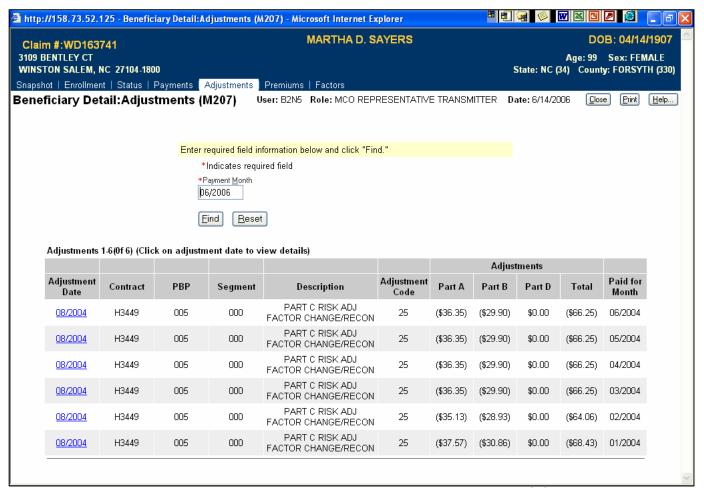
MARx UI – Beneficiary Detail: Adjustments (M207)



The Beneficiary
Detail:
Adjustments
(M207) screen,
displays a screen,
that provides a
field for entering a
payment month
and year.



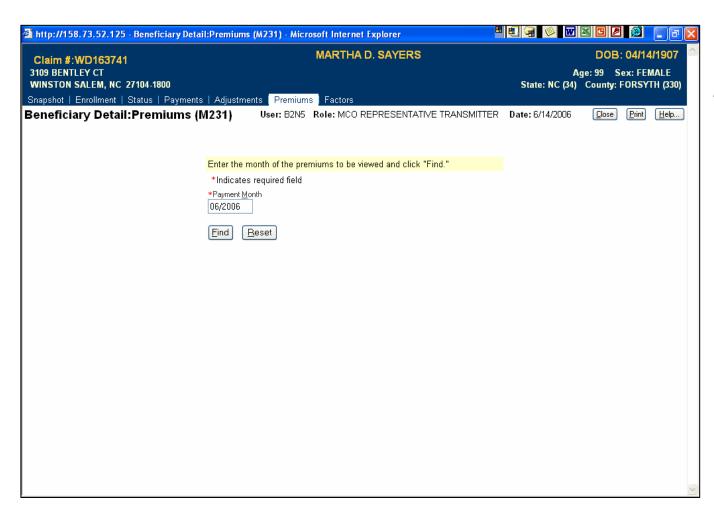
MARx UI – Beneficiary Detail: Adjustments (M207)



To expand the screen to display a list (ordered by adjustment month) of adjustment information that occurred up through the payment month you entered, enter the month and year of the payment date and click on the [Find] button. The Part A, B, and D adjustments are listed in adjustment code.



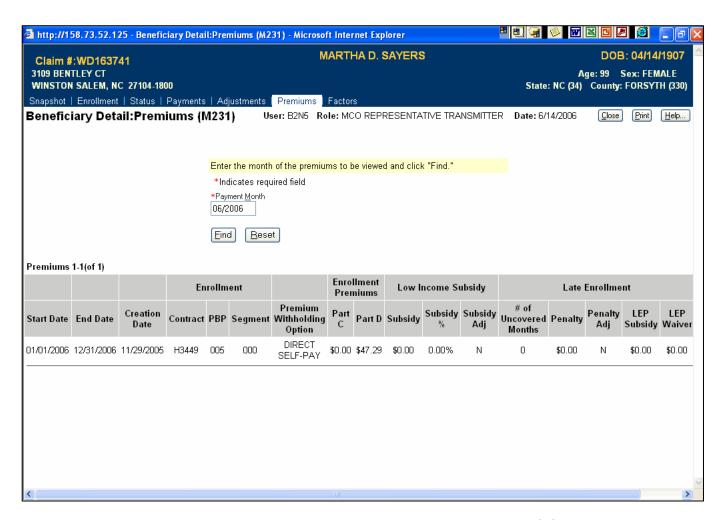
MARx UI – Beneficiary Detail: Premiums (M231)



The Beneficiary Detail: Premiums (M231) screen displays a screen that provides a field for entering a payment month and year.



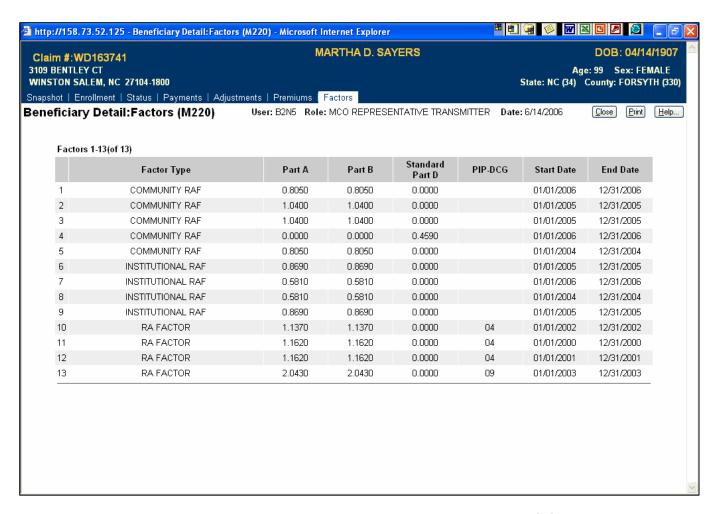
MARx UI – Beneficiary Detail: Premiums (M231)



To expand the Beneficiary Detail: Premiums (M231) screen and display a list of premium information, enter the month and year of the payment date and click on the [Find] button. The information for the contracts in which the beneficiary was enrolled that month is displayed.



MARx UI - Beneficiary Detail: Factors (M220)



The Beneficiary
Detail: Factors
(M220) screen
displays a screen,
that provides the
factors that were
used to calculate
payments.



MARx UI – Viewing Payment and Premium Information

- Total payments to plans are calculated as part of month-end processing
- MCO payment amounts are based on the beneficiary capitation amounts and may differ from the actual payment to the plan due to contract-level payment adjustments, such as the Balanced Budget Act (BBA) User Fee adjustment
- For the current processing month, the payments reflect the transactions processed to date

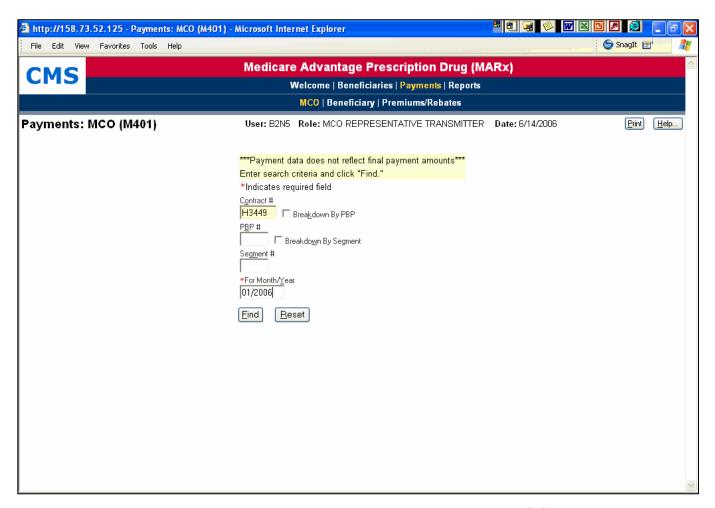


MARx UI – Viewing Payment and Premium Information

- Plan, and beneficiary payment information may be viewed on these screens:
 - Payments: MCO (M401) Screen
 - Payments: MCO Payments (M402) Screen
 - Adjustment Detail (M408) Screen
 - Payments: Beneficiary (M403) Screen
 - Payments: Beneficiary Search Results (M404) Screen
 - Beneficiary Payment History (M406) Screen
- Basic premium and rebate information for plans may be viewed in these screens:
 - Payments: Basic Premiums and Rebates (M409) Screen



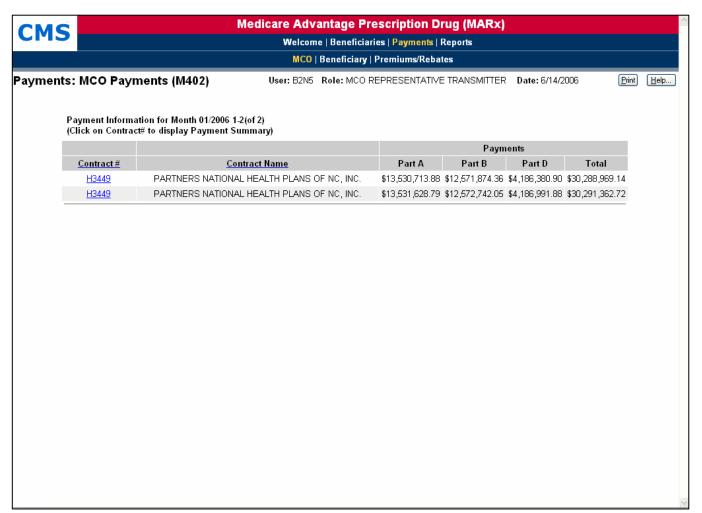
MARx UI – Payments: MCO (M401) Screen



From the MARx main menu, click on the |Payments| menu item. The |MCO| submenu item is already selected and displays the Payments: MCO (M401) screen. The Payments: MCO (401) screen is used for entering selection criteria. Enter the month and year for the payments you want to see.



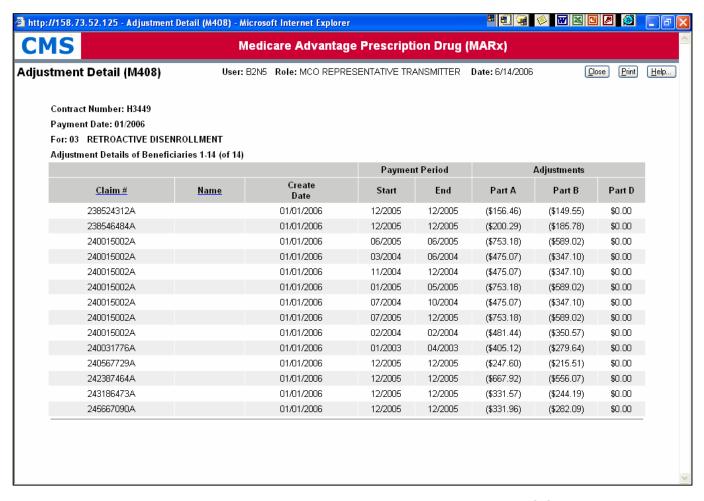
MARx UI – Payments: MCO Payments (M402)



Displayed is the Payments: MCO Payments (M402) screen that results when only a month/year is entered on the Payments: MCO (M401) screen, and a contract number and PBP are not entered, and Breakdown By PBP is not specified. All contracts to which the user has access are displayed, and the payments are shown at the contract level.



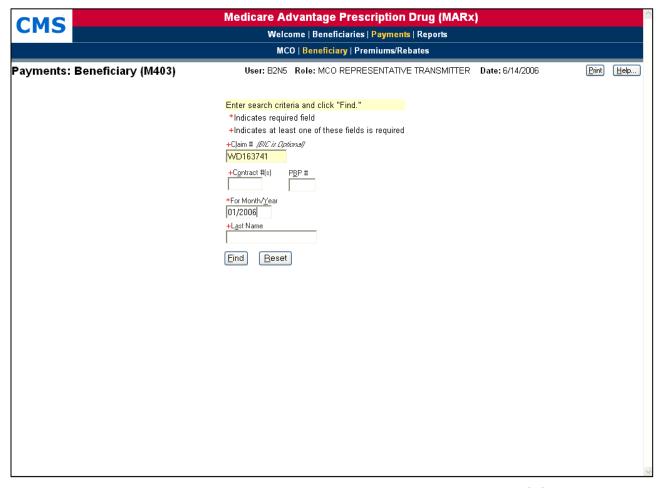
MARx UI – Adjustment Detail (M408) Screen



To see further details about adjustments, click on an adjustment reason <u>Code</u> link at the bottom of the Payments: MCO Payments (M402) screen. The Adjustment Detail (M408) screen will display, listing all adjustments by beneficiary to show how the adjustment amount was calculated.



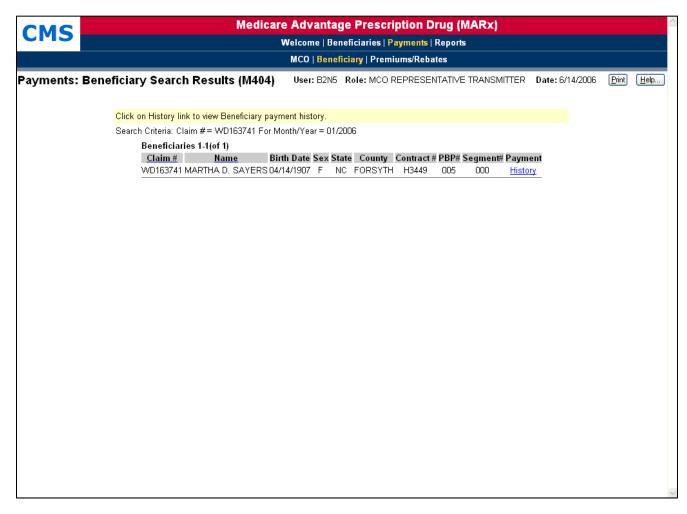
MARx UI – Payments: Beneficiary (M403) Screen



From the MARx main menu, click on the |Payments| menu item. If not already selected, click on the |Beneficiary| submenu item to view the Payments: Beneficiary (M403) screen. The Payments: Beneficiary (M403) screen is used for entering search criteria. Enter search criteria to find the beneficiary or beneficiaries that you want to view and the payment month/year in which you are interested, and then click the [Find] button.



MARx UI – Payments: Beneficiary Search Results (M404)

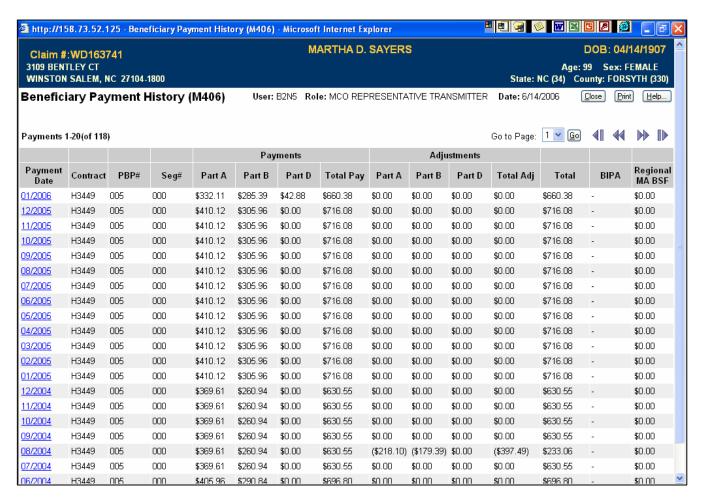


The beneficiaries that meet the search criteria and have payments and/or adjustments calculated for that month will then be displayed on the Payments:

Beneficiary Search Results (M404) screen.



MARx UI - Beneficiary Payment History (M406)



The Beneficiary
Payment History
(M406) screen lists the
payments and
adjustments for the
beneficiary, starting
with the month
selected on the
Payments: Beneficiary
(M403) screen and
going back in time.



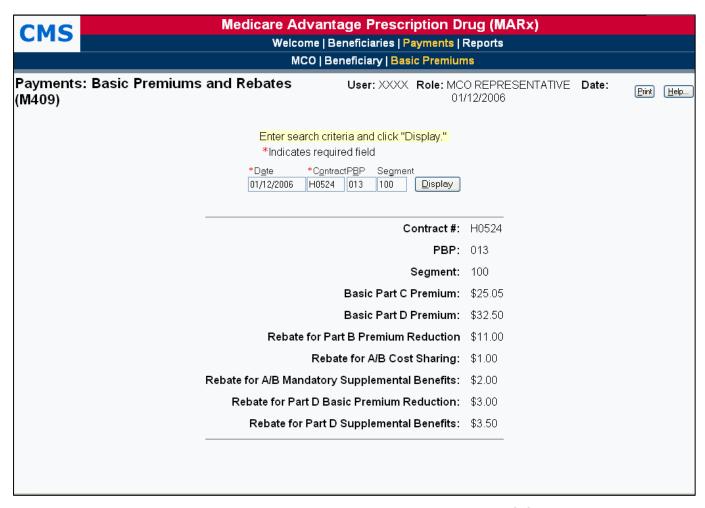
MARx UI – Payments: Basic Premiums and Rebates (M409)



From the MARx main menu, click on the |Payments| menu item. If not already selected, click on the |Premiums/Rebates| submenu item to view the Basic Premiums and Rebates (M409) screen.



MARx UI – Payments: Basic Premiums and Rebates (M409)



After the criteria are entered, click on the [Display] button to show the premiums and rebates. These premiums and rebates are displayed on the same screen, below the criteria.



MARx UI – Requesting Historical Reports

- The ordered reports will be delivered via Connect:Direct or Gentran
- Various types of reports in MARx:
 - Month-end reports and data files are scheduled and automatically generated as part of monthly payment processing
 - Bi-weekly reports scheduled to report a beneficiary's Low-Income status and Premium information
 - Weekly reports and data files are scheduled and automatically generated to reflect transactions that were processed that week for a contract
 - Daily (or randomly-occurring) reports and data files are generated each day for events that occurred that day. These events include processing of a batch transaction file or receipt of a report from MBD
- Only MCO Representative Transmitters (Submitters) may order reports from MARx

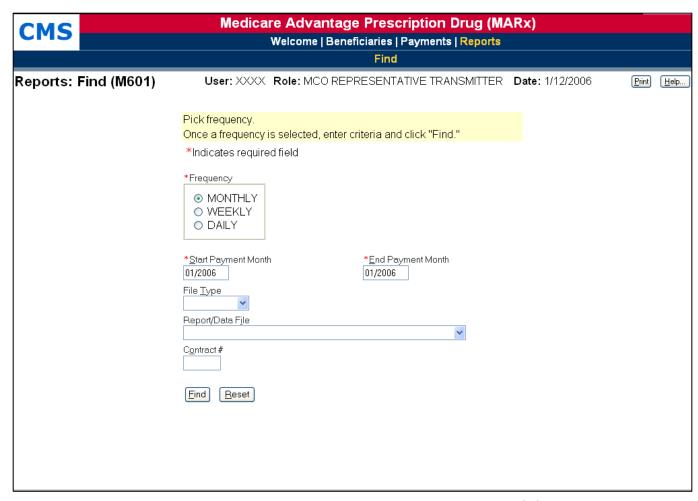


MARx UI – Requesting Historical Reports

- From the MARx main menu, click on the |Reports| menu item
- From the Reports: Find (M601) screen, choose the report frequency first—monthly, weekly, or daily—as the selection criteria displayed is affected by the frequency chosen
 - Weekly reports are accessed the same way as monthly reports.
- Enter the selection criteria that characterize the reports being requested.
- Click on the [Find] button to bring up the *Reports: Search Results (M602)* screen showing all of the reports that meet the criteria.



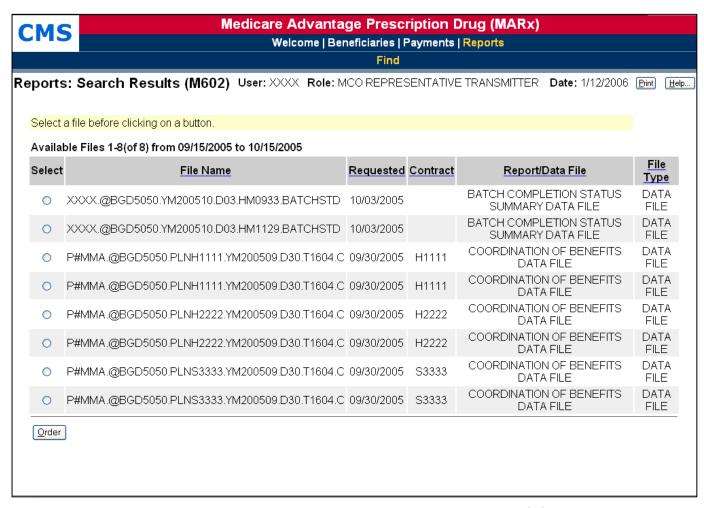
MARx UI – Reports: Find (M601) Screen



The Reports: Find (M601) screen with selection criteria for monthly reports is shown.



MARx UI – Reports: Search Results (M602) Screen



The results list of reports is shown on the Reports: Search Results (M602)
Screen. From this list, you can select a report or data file, and then click the [Order] button. You will receive a message letting you know that the order has been submitted.

Enrollment System Overview

Enrollment System Overview for New Plan Users September 2006



